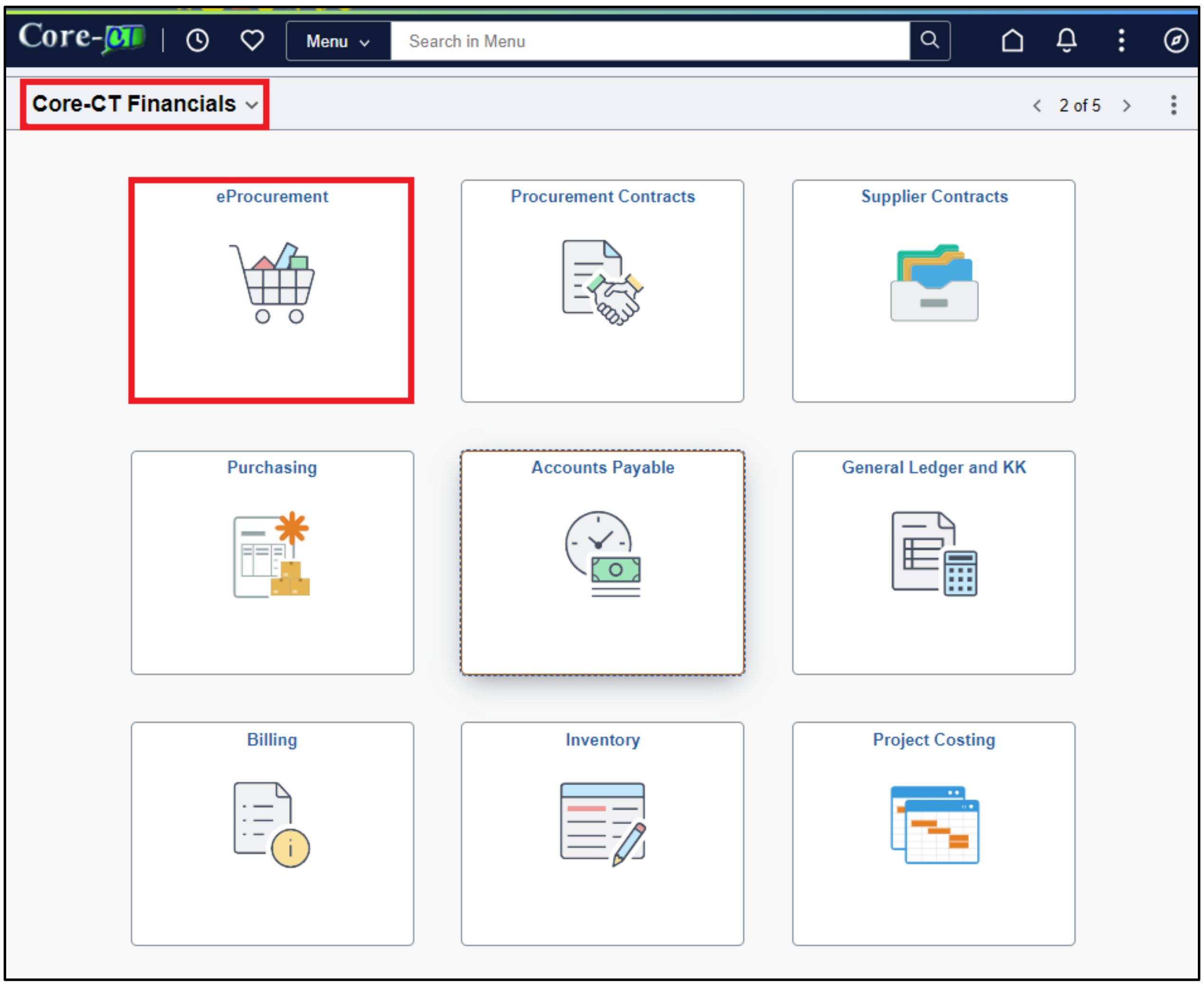
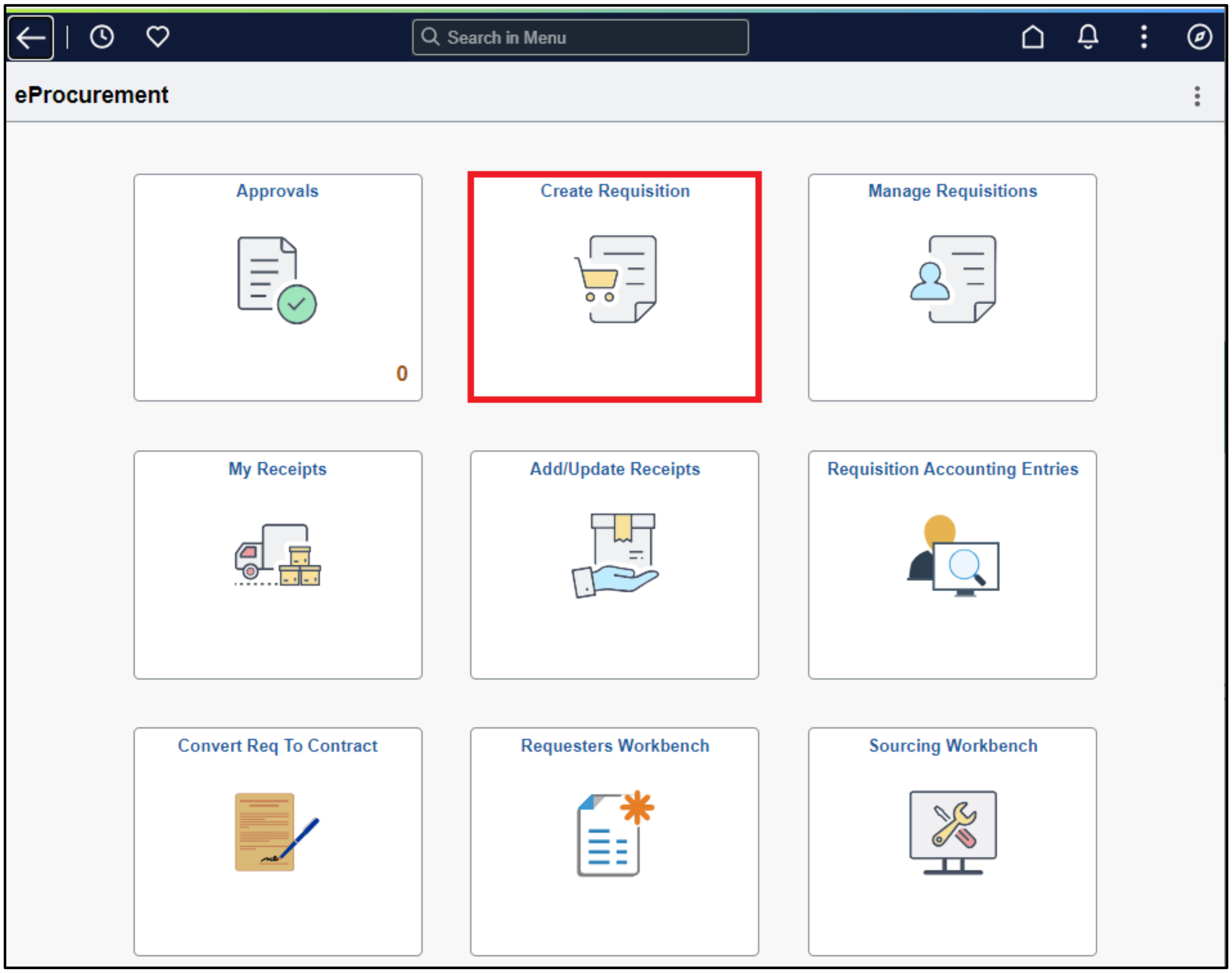
Create Telecom Service (TSRMACR) or Telecom Equipment (TSR-EQUI) Requisition in eProcurement

Navigation:

Select **Core-CT Financials**
Click **eProcurement** Tile
Click **Create Requisition** Tile

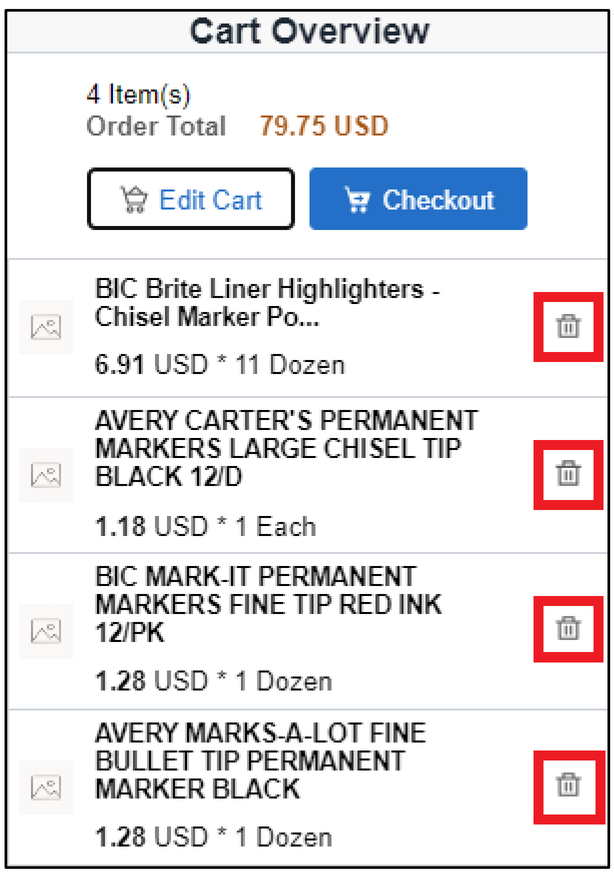




If you are brought directly to the **Create Requisition** page. You have most likely left items in the cart from a previous requisition. You must Submit the requisition or delete the items from the cart before continuing.

Click to bring up **Cart Overview**.

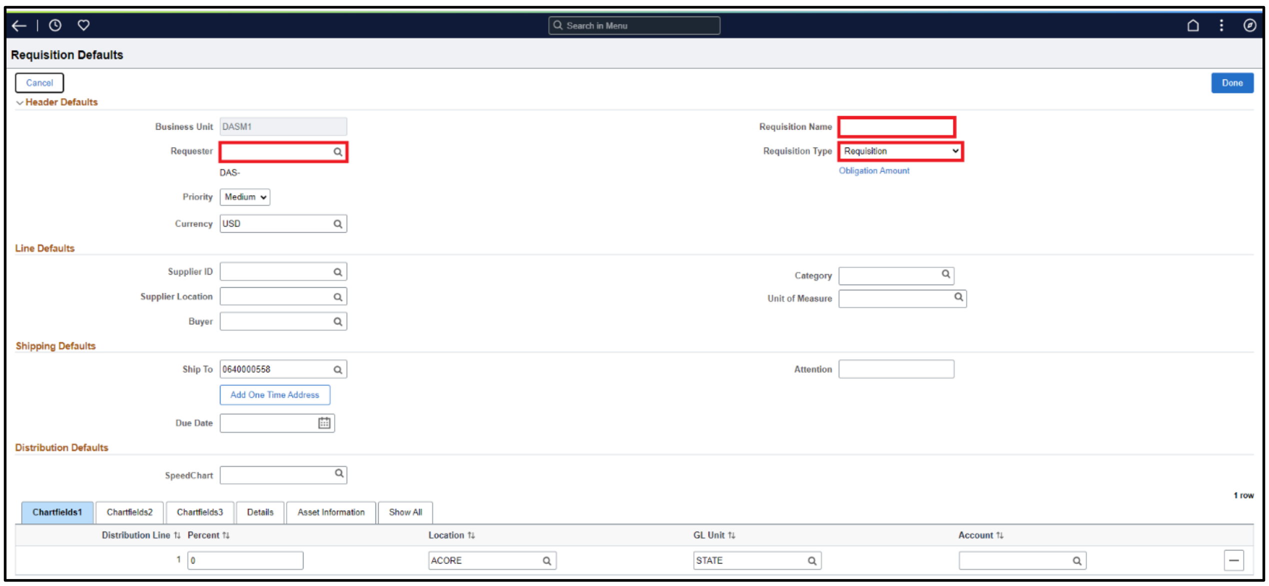
Click to delete items from the cart.



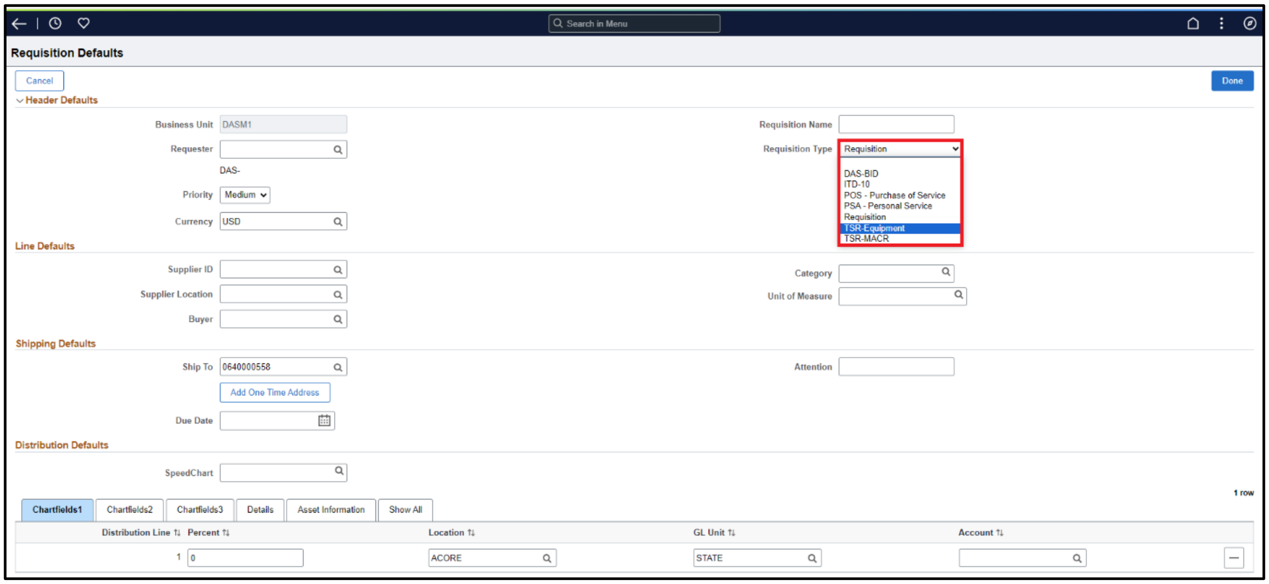
You will be brought to the **Requisition Defaults** page.
Verify that your Business Unit defaults in, along with your username as the **Requester**. If you have the authority to request on behalf of other individuals, select the magnifying glass for the **Requester** Look up to make a choice.

You can enter a **Requisition** Name for ease of recognition if you like, or you can allow the system to insert the requisition number as its name when saved.

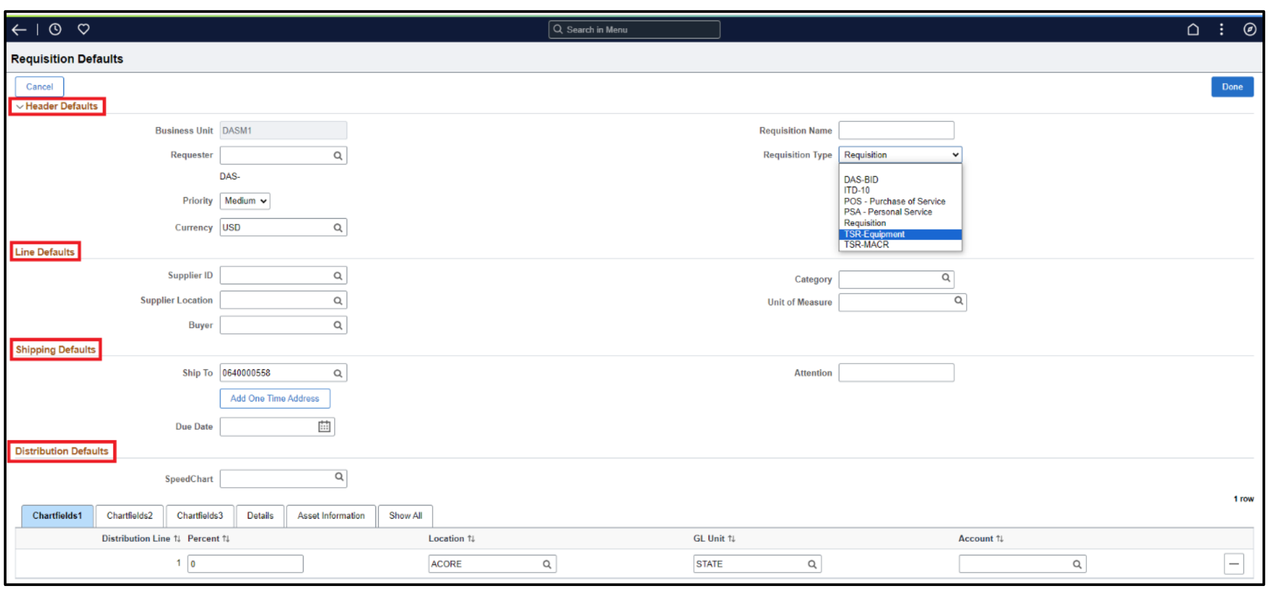
REQ is the default value in the Requisition Type drop-down box if you have a MultiRequester role.



If you have a TSR Requester role then the default value will be **TSR-EQUIP**. You will want to choose **TSR-EQUIP** to purchase Telecom Equipment or **TSR-MACR** for services that include **Moves, Additions, Changes or Repairs.**



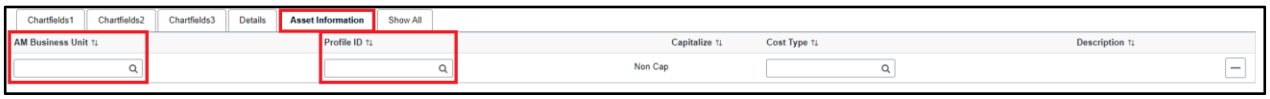
Enter **Header Defaults, Line Defaults, Shipping Defaults, and Distribution Defaults.**



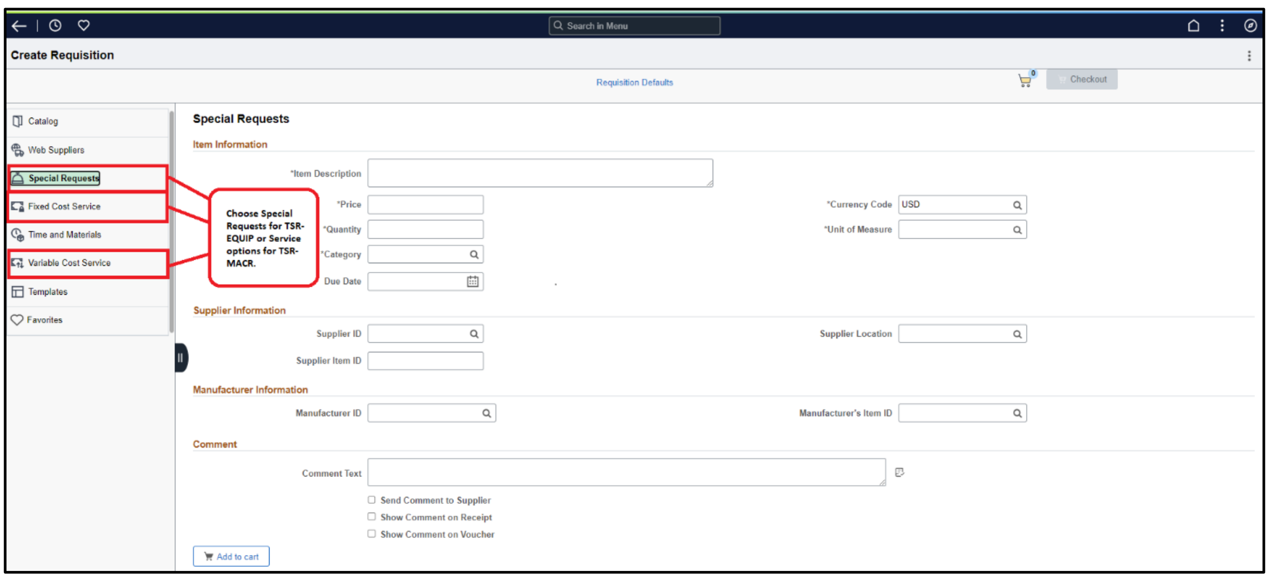
At this point you can enter the **Supplier, Buyer, Category, UOM, Ship To, Due Date,** and the **Chartfield Coding** which will be applied to each line of your requisition. You can go to the line and update it after the item is entered if necessary. The Supplier location will default in when choosing the supplier.

The Distribution Defaults are located on **Chartfields 1, 2** and **3** tabs.

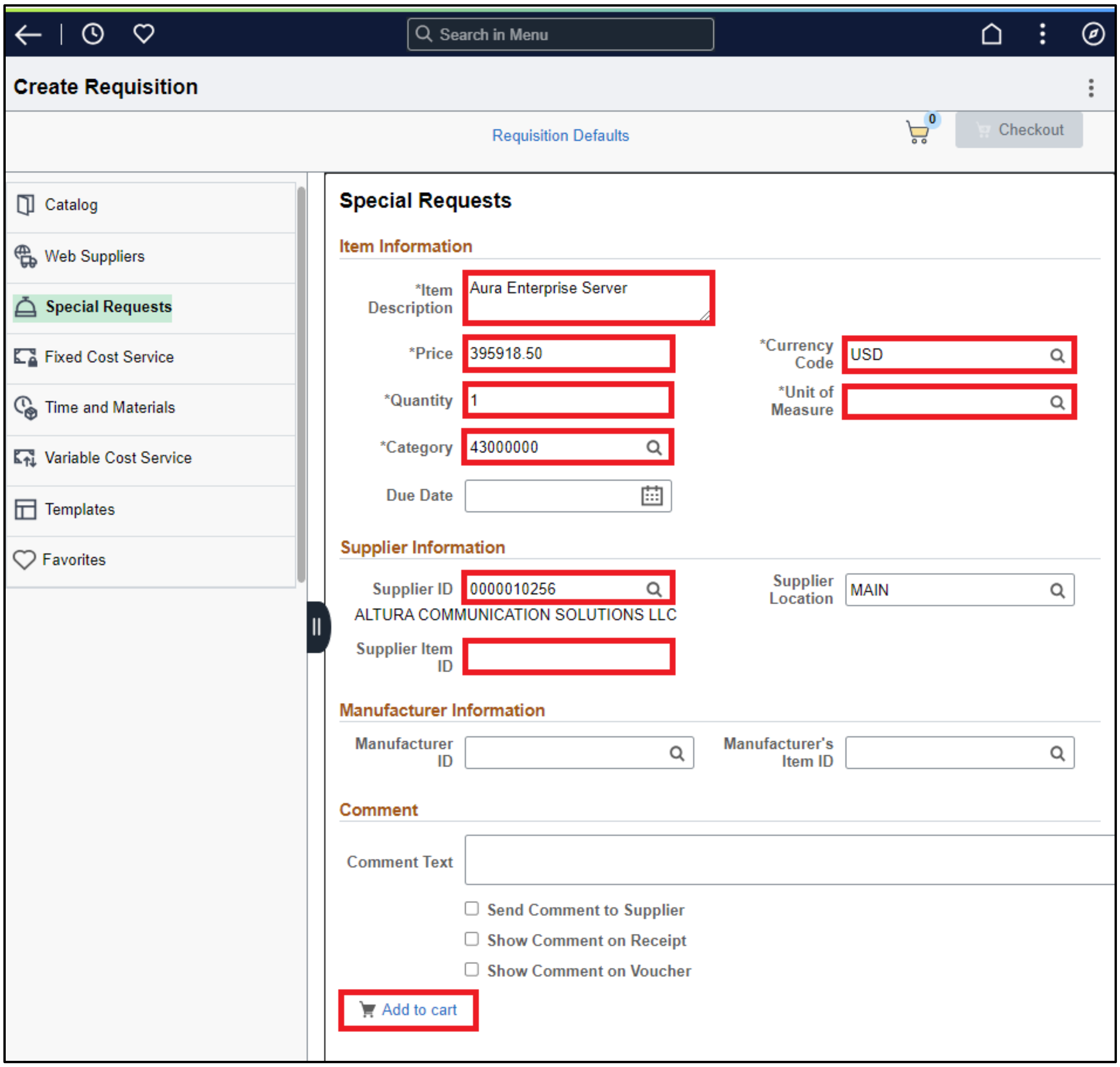
If the items or services are Assets, click on the **Asset Information** tab and enter the AM Business unit and the Profile ID.



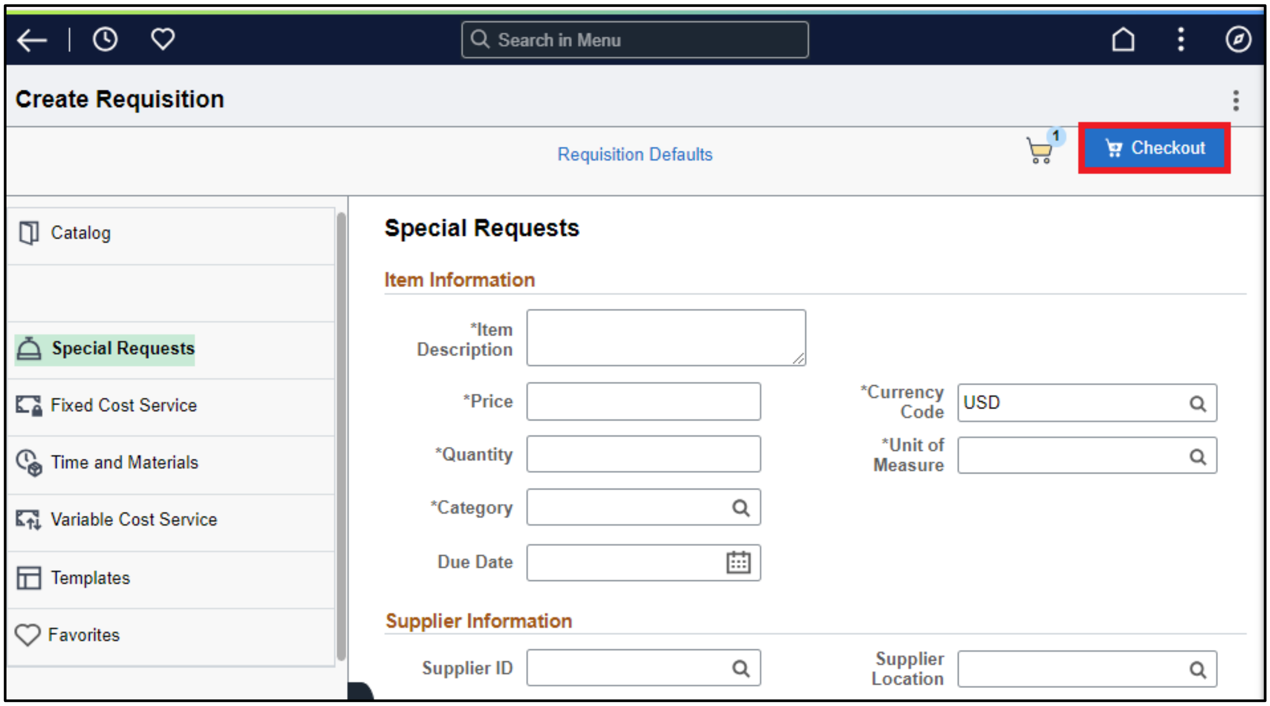
Click Done. This will bring you to the **Create Requisition**. Choose the **Special Request** tab for a TSR requisition. Choose Special Item for TSR-EQUIP or Service options for TSR-MACR.



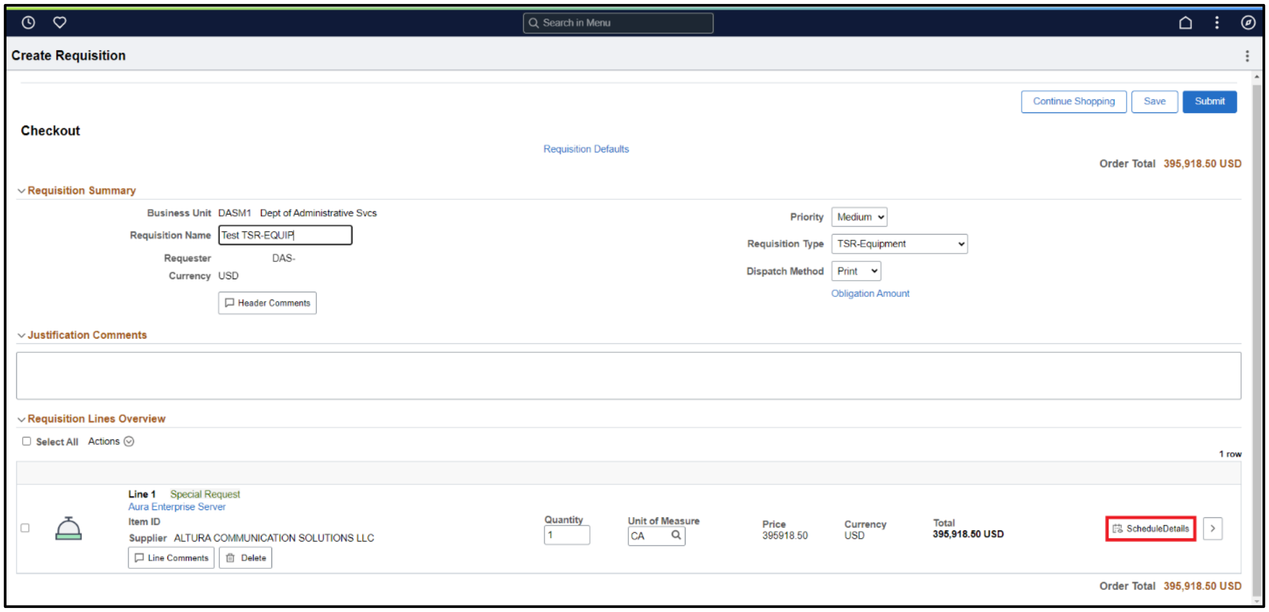
Enter the **Item Description**, **Price**, **Quantity**, **Category**, **UOM**, **Supplier ID** and **Supplier Item ID**. **Currency Code** defaults as USD.
Click the **Add to cart** button at the bottom of the page.



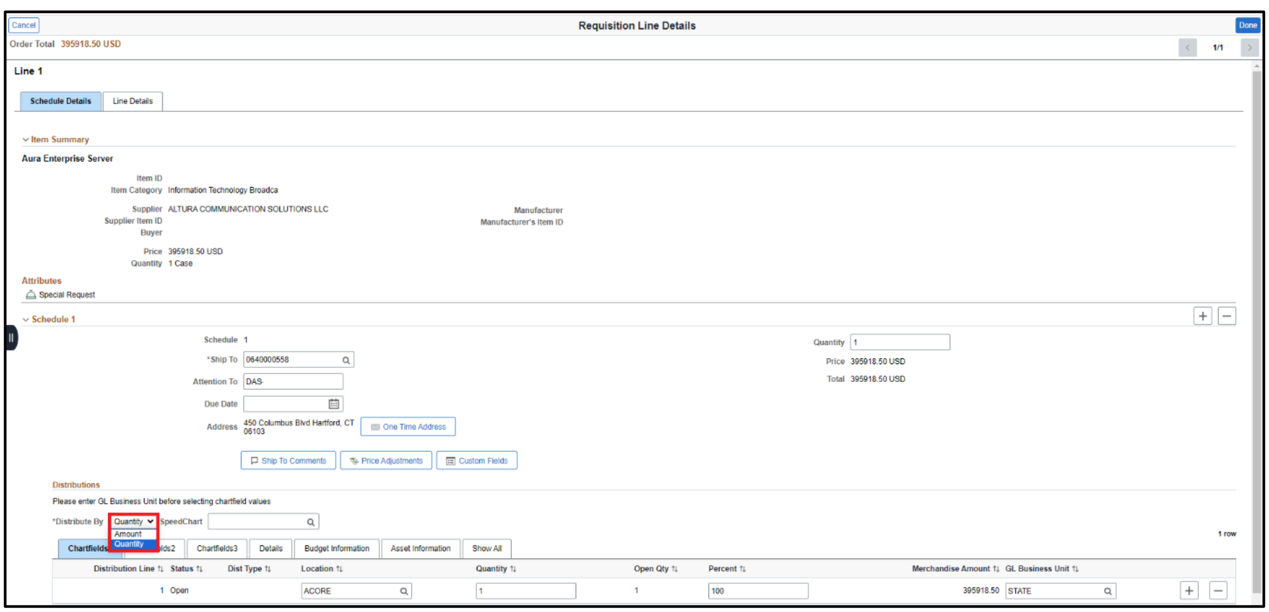
When finished ordering **Special Request** items, click Checkout.



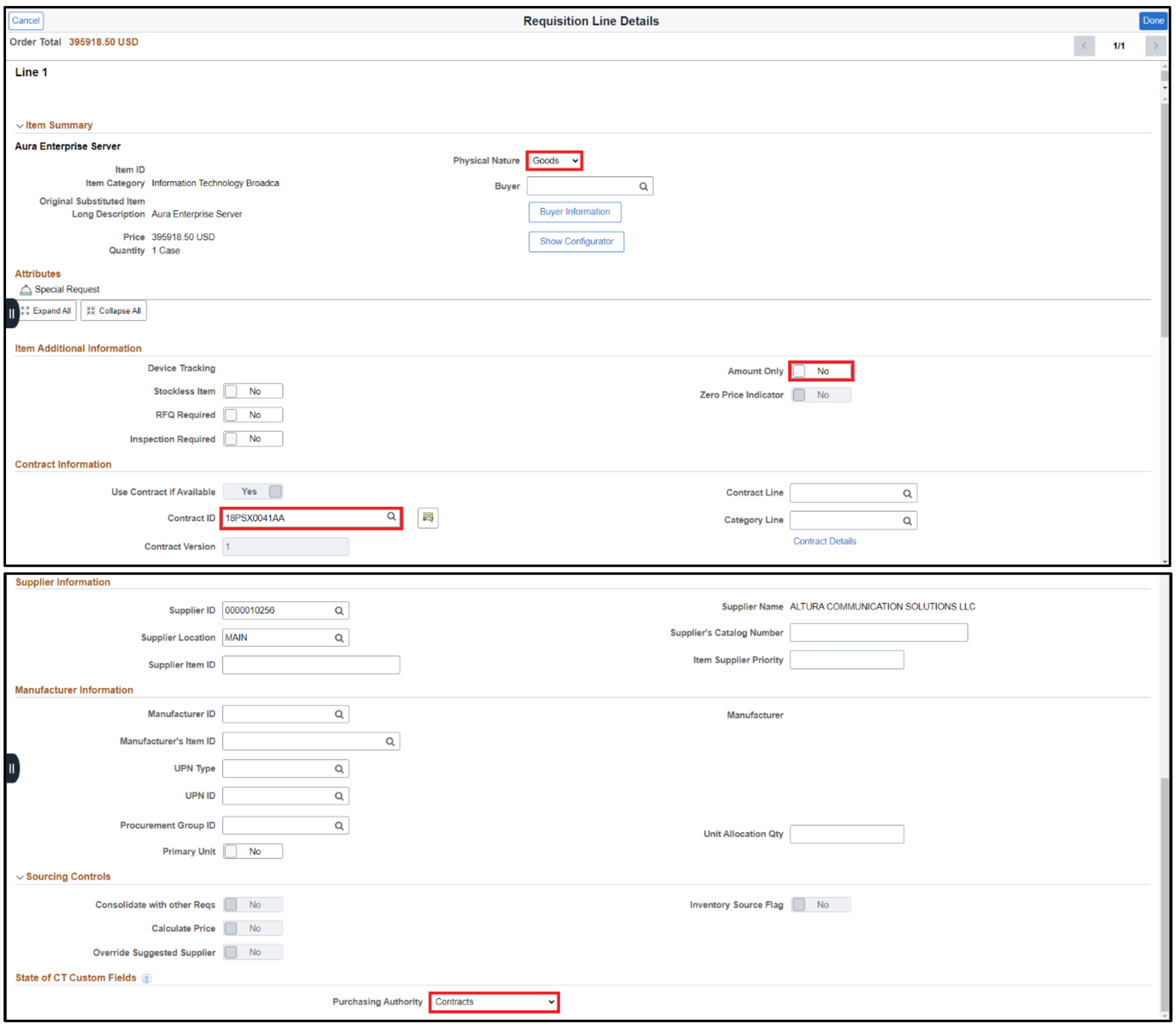
Click ScheduleDetails to open the **Requisition Line Details** page and view the **Schedule Details** and **Line Details** tabs.



Be sure to select the appropriate selection in the **Distribute By** field. If the Purchase is Amount Only– then distribute by should be set to Amount. If it is a Quantity Purchase it can be distributed by either Quantity or Amount.



Next Click on the Line Details icon to the right of the Total at the end of the line to access the details. Here you can enter the Purchasing Authority, Physical Nature (Goods/Services) and Contract Id. Check the Amount Only check box if the requisition is an Amount Only Purchase.

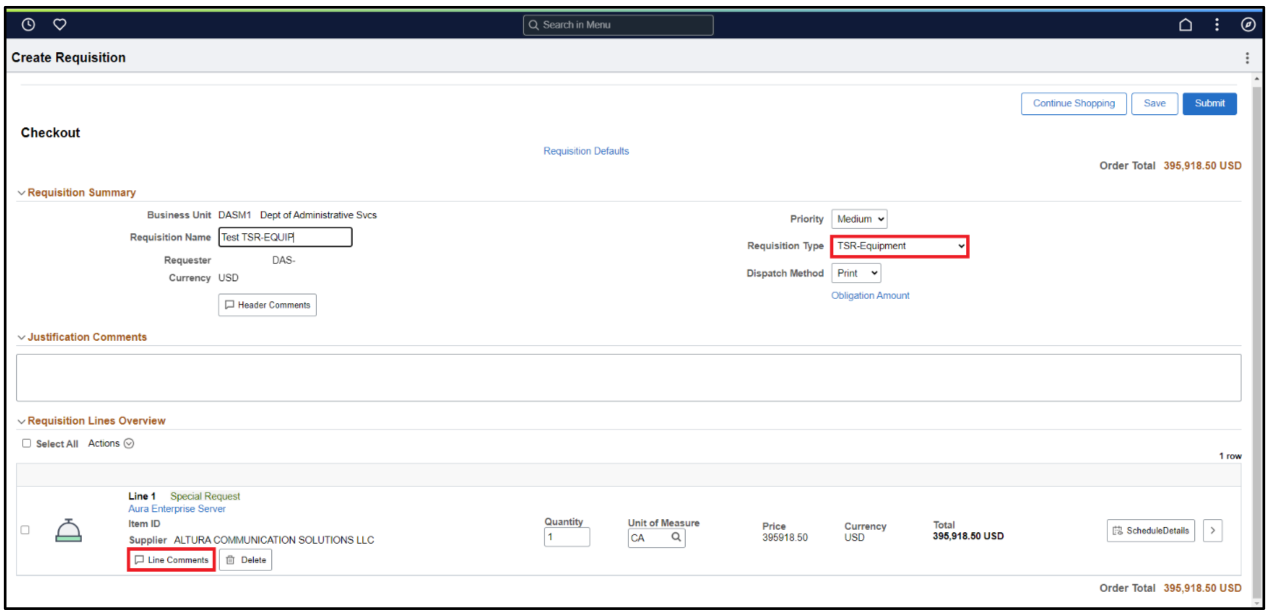


The **Purchasing Authority** of **Contract** is defaulted in the line details of each of the requisition's lines. A **Contract ID** is required if the **Purchasing Authority** on a requisition is **Contract**. If all lines on a requisition have **Contract Purchasing Authority**, the system will copy the **Contract ID** from the first line to all the other lines in the requisition, thus eliminating the need to enter the **Contract ID** on each line individually. If the first line of a requisition has the **Purchasing Authority** of **GL**, the system will copy **GL Purchasing Authority** to all other lines on the requisition that do not have a **Contract ID**.

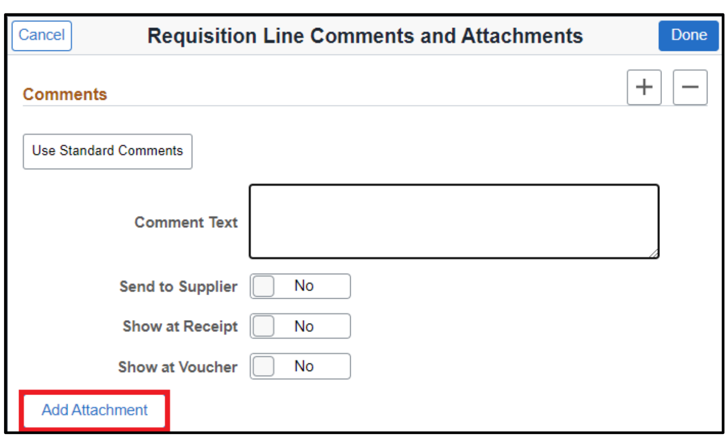
Users will still be able to mix **Purchasing Authorities** and **Contract IDs** on a requisition by entering them manually in the line details.

When finished Click Done.

You will be returned to the **Create Requisition Checkout** page. Double check to make sure the correct **Requisition Type** value was chosen. In this instance **TSR-EQUIP**.



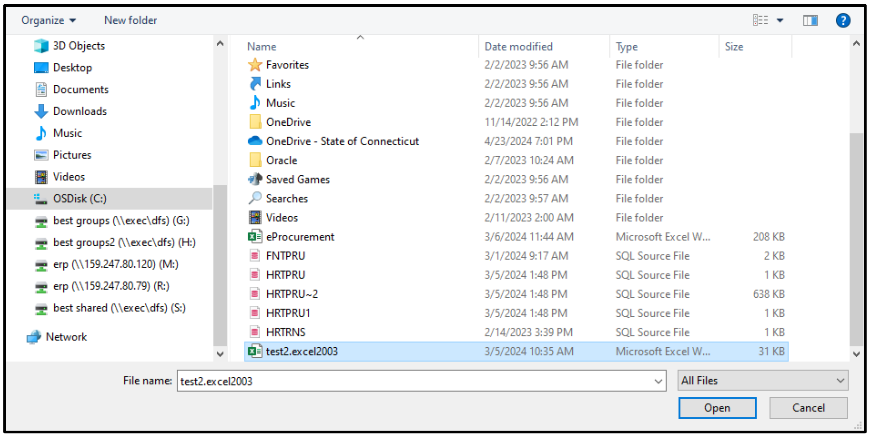
You may also add/update **Line Comments and Add Attachments** by clicking on the corresponding Line comments link for each line item.



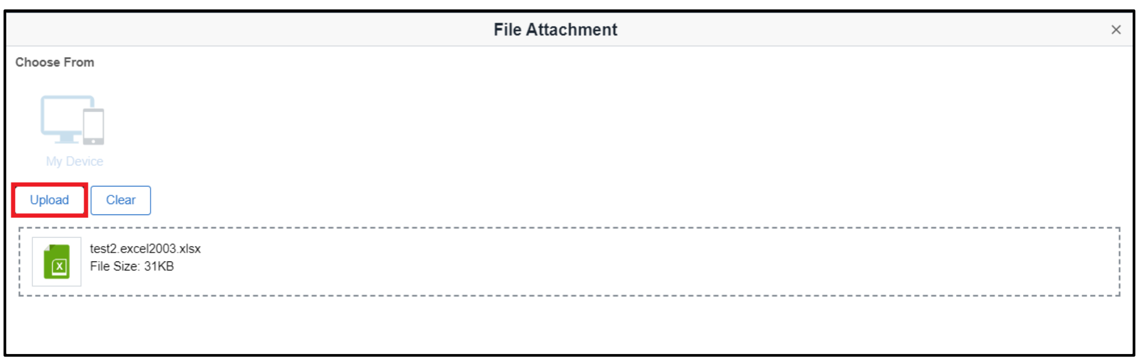
Click on **Add Attachments**:

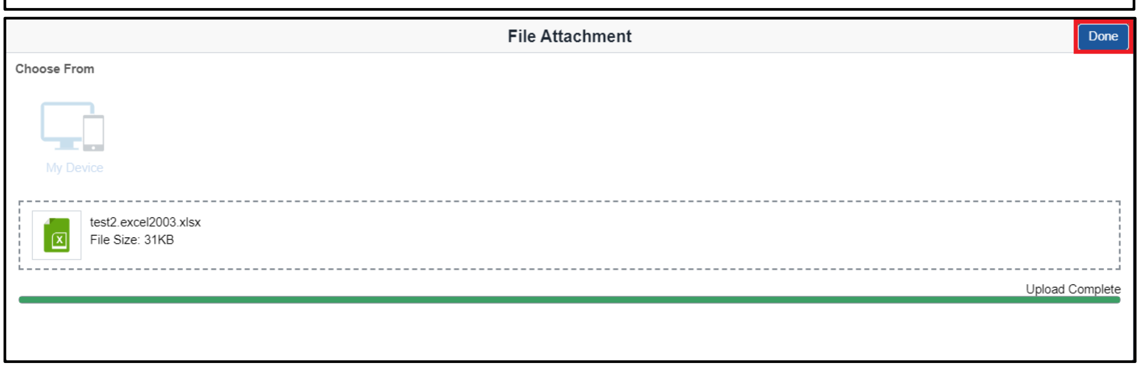
Click 

Select the file and then click on **Open**.

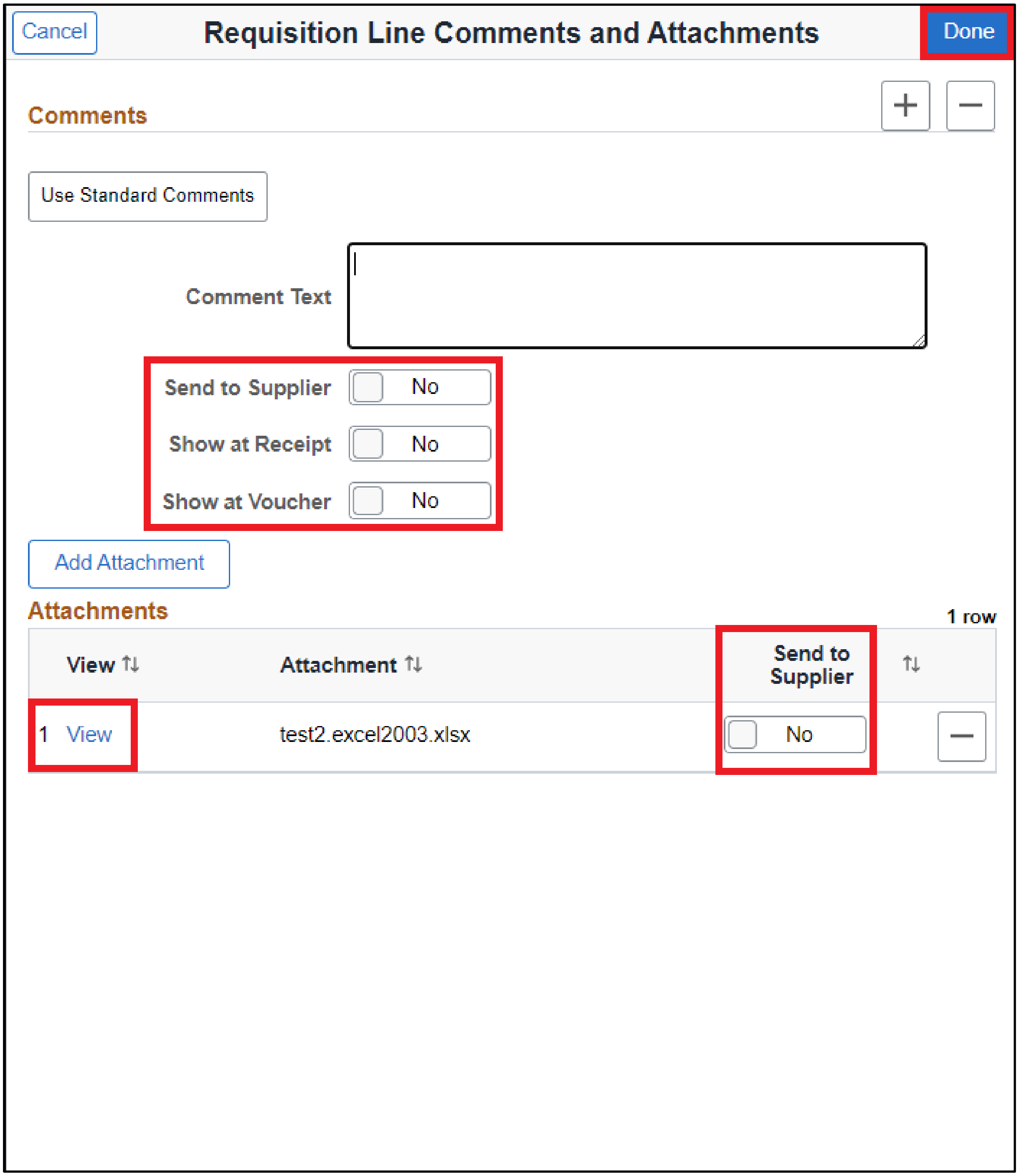


Click **Upload**, once the file has been uploaded, the **Done** will appear in the upper right hand corner. Click **Done.**

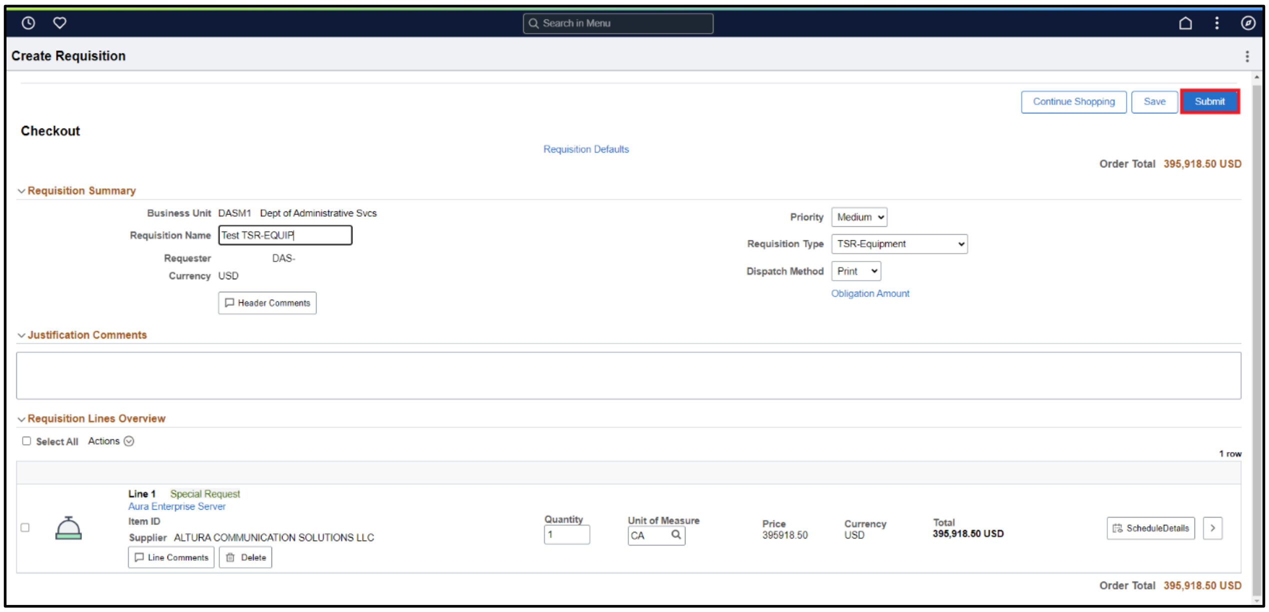




The document is now attached. Click **View** to view the attachment. Select **Send to Supplier** to have attachment go with the PO to the Supplier if they are an **email** supplier.
You can choose **Send to Supplier** if you want the comment to print on the PO, **Show at Voucher** or **Show at Receipt**.
Click **OK**.



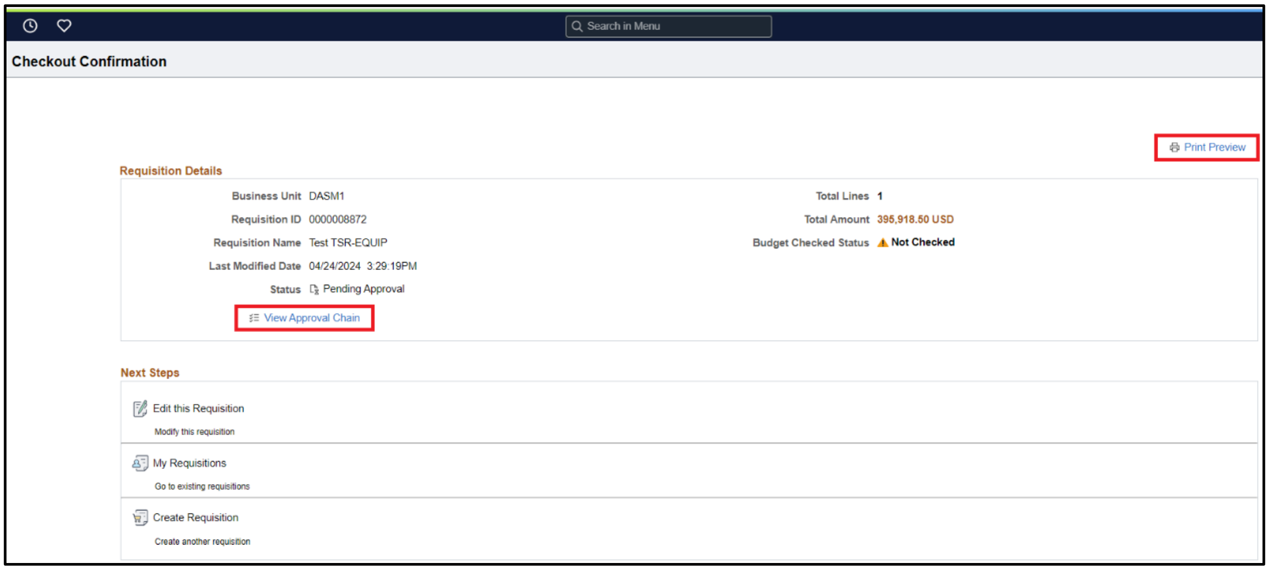
When you have finished adding all items for this Requisition, click on the **Submit** button to send this Requisition to the approval workflow process.

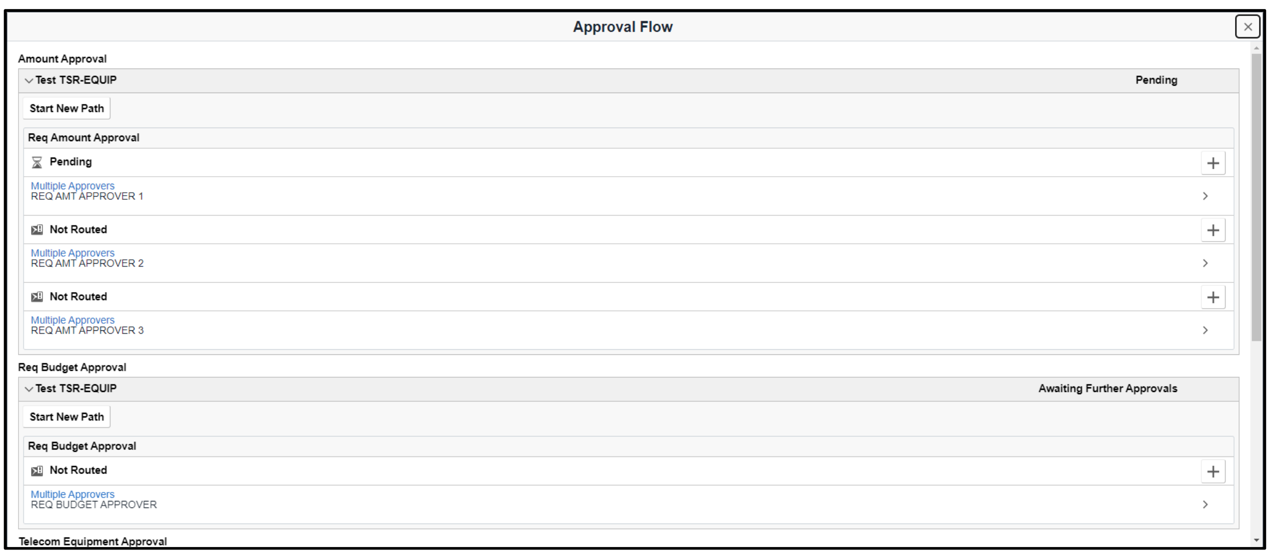


If you wish to save the requisition but want to come back later to make changes without submitting for approval, click the **Save** button. The system will assign a requisition id to be used to access the requisition in Manage Requisitions.

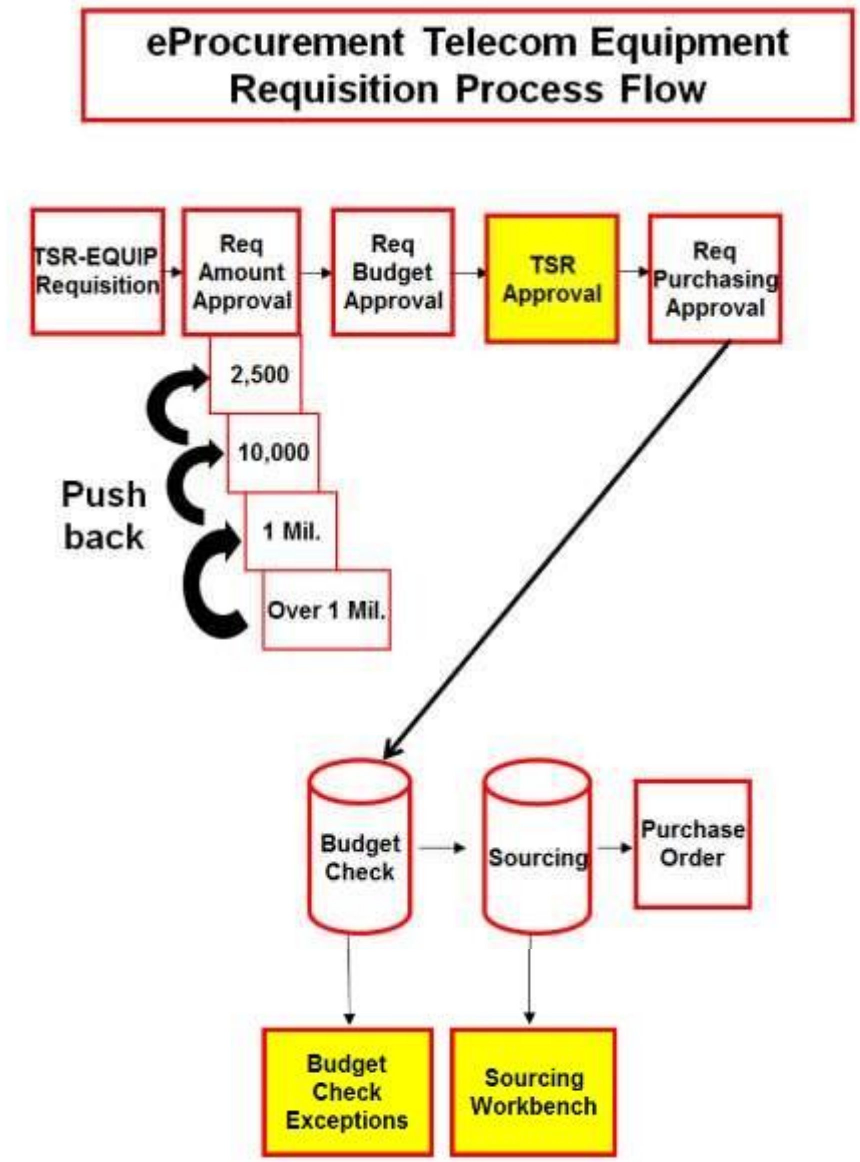
If you wish to cancel this Requisition, click on the  button.

Once saved, the **Checkout Confirmation** page will display. Users can clearly identify which stage of approval the requisition is in by clicking the **View Approval Chain** button. Users can also view a printable version of the requisition by clicking the **Print Preview** button.

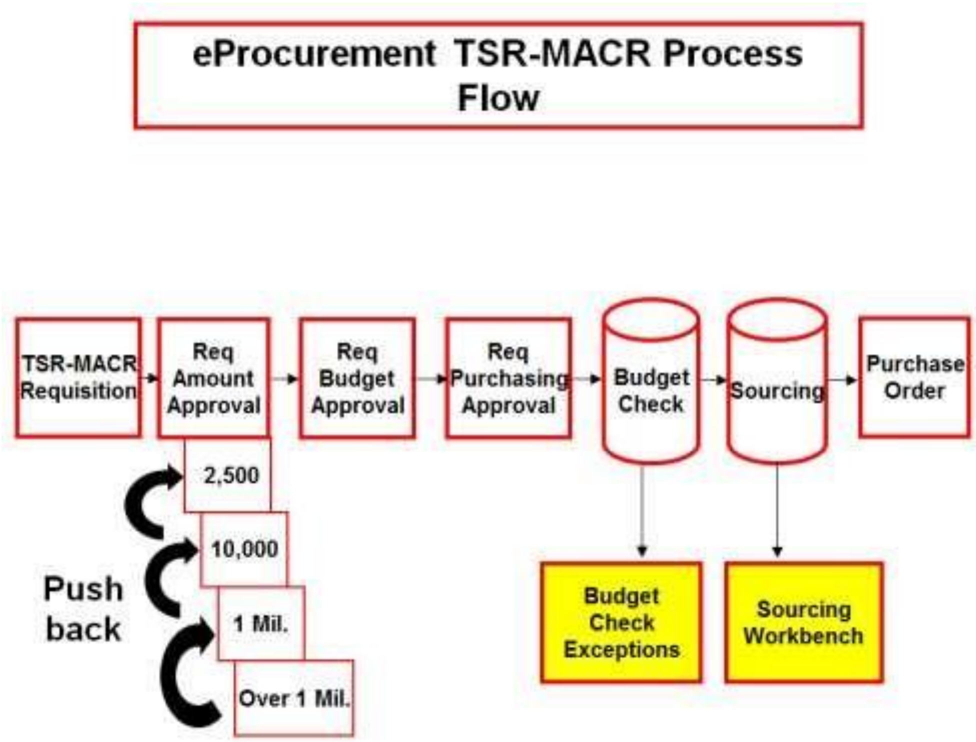




Workflow for a Telecom Equipment (TSR-EQUIP) Requisition

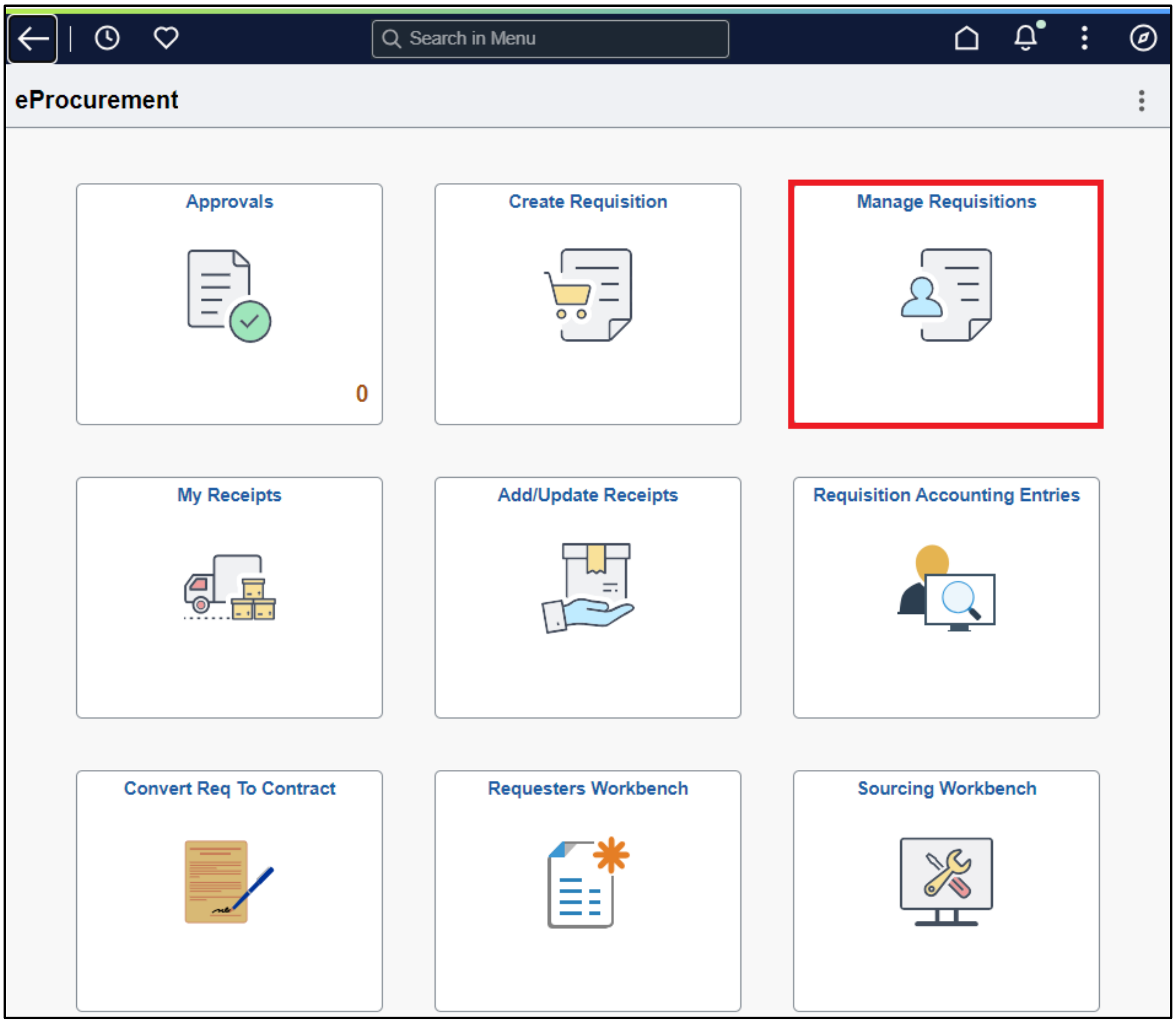


Workflow for a Telecom Service (TSR-MACR) Requisition (Moves, Additions, Changes & Repairs)

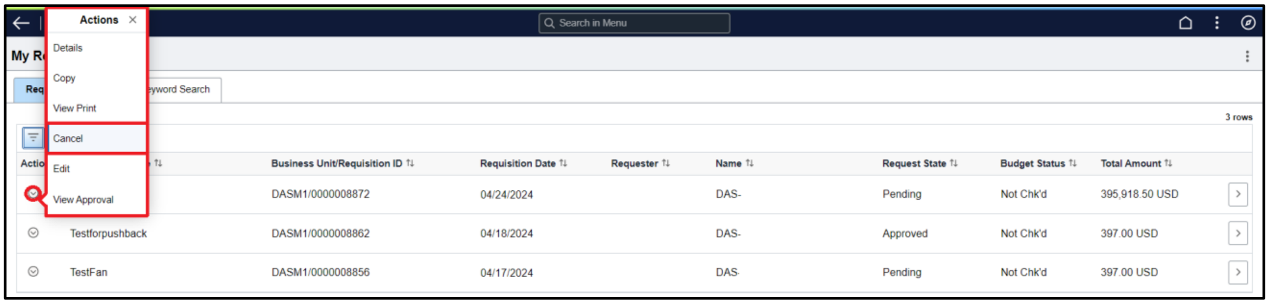


If you have chosen an incorrect **Requisition Type** in the drop-down box and have **Submitted** your transaction, do the following:

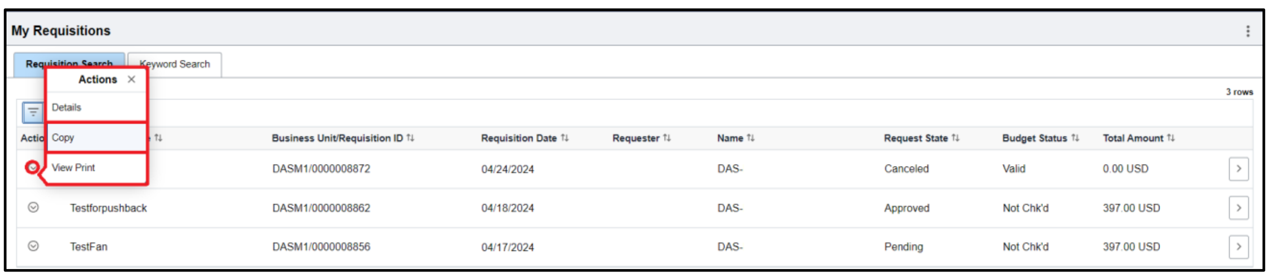
- Go to: **eProcurement > Manage Requisitions**.



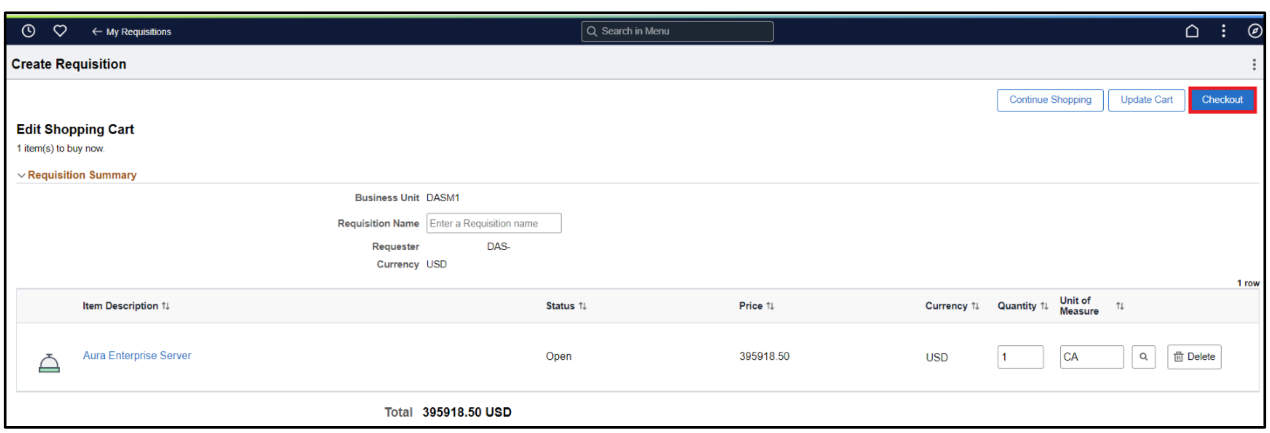
- Search for and choose the requisition that was incorrect.
- Choose the **Cancel** value in the **Action** drop down at the beginning of the incorrect requisition. This will cancel the requisition.



- Then click on the **Copy** requisition value in the **Action** drop down at the beginning of the cancelled requisition.



- This will copy all the information from the Cancelled Requisition to a new requisition.
- Click the **Checkout.**



- Be sure update the **Requisition Type**, as it will automatically default to Req.
- Review/update the requisition for accuracy.
- Click **Submit.**